

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

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Title: Transition Program Requirements ALS Training Funds		
Regulatory Authority: 12VAC5-31-1570		
Date of Issue: March 1, 2005	Effective Date: July 1, 2005	

- A. This funding is to support ALS Transition Programs conducted in the Commonwealth.
1. Funding will be initiated upon completion and submission of a Summary Transition Roster, CE scancards for the transition program (in the same order as the roster), and an invoice.
 - a. Funding can be paid on either a modular or full course basis.
 - b. Standard class size is considered a minimum of 12 students.
- B. Transition Program funding is for programs that:
1. Satisfy all relevant requirements listed in the EMS Rules and Regulations 12 VAC 5-31, the EMS Administrative Training Manual, and the EMS Administrative ALSTF Manual.
 - a. The Contractor shall provide the Purchasing Agency with the services required as specified in 12 VAC 5-31 of EMS regulations and Office of EMS policies.
 - b. The contracted course shall be conducted as specified in 12 VAC 5-31, the EMS Training Programs Administration Manual and the criteria specified for the course of instruction.
 2. The contractor must:
 - a. Submit a completed Virginia Office of EMS Advanced Life Support Training Fund Transition Program Funding Contract with the "Course Approval Request Form".
 - b. Indicate on the Course Approval Request Form that funding is requested.
 - c. Submit appropriately, all CE scancards as specified in 12 VAC 5-31 of EMS regulations, the EMS Administrative Training Manual.
 - d. Submit an invoice that includes the course number, a signed Summary Transition Roster, and CE cards (in the same order as the roster), tri-folded for payment at the end of the program.
 3. Payment is processed upon:
 - a. Receipt of an invoice, a signed Summary Transition Roster, and CE cards (in the same order as the roster).
 - i. This can be done once for the entire program, or

- ii. This can be submitted for each module upon module completion.
- b. If the number of students in the class falls below the minimum as specified in Section A above, then the funding amount for said course will be prorated using the following formula:
 - i. The reimbursement rate for the course will be calculated at \$35.00 / hour;
 - ii. This figure will be divided by 12 (the minimum number of students) to determine a “per student rate” of reimbursement;
 - iii. The “per student rate” will then be multiplied by the total number of students on the attached Summary Transition Roster who completed the course, not to exceed 11 students.